

RILEY COUNTY, KANSAS
JOB DESCRIPTION
SEASONAL - PUBLIC WORKS/PARKS

Pay Grade: 2	Department: Public Works & Parks	Division: Road & Bridge/Parks
Work Message Phone: 785-539-2981		Work Address: 2711 Anderson Ave.
FLSA Status: Non-Exempt		

REPORTS TO: Appropriate Crew Supervisor, the Assistant Director, or Director

PURPOSE: An employee in this position assists regular Public Works or Park crew members in various capacities on a seasonal basis.

ESSENTIAL FUNCTIONS:

- 1.) Performs road and bridge maintenance work such as, but not limited to, setting forms, pouring concrete, replacing timber for culverts and bridges.
- 2.) Provides assistance in flagging traffic in work zones.
- 3.) Cuts weeds, mows grass, and trims trees along county roads and in county parks.
- 4.) Clears and cleans roads and bridges.
- 5.) Assists in maintaining related county buildings and grounds.
- 6.) Operates air tools or light equipment.
- 7.) Patches road and bridge surfaces.
- 8.) Assists with work in county shop.
- 9.) Assists with snow removal activities.

MARGINAL FUNCTIONS:

- 1.) Performs related work as directed.

POSITION REQUIREMENTS:

• **Knowledge/Skills:**

Ability to understand and follow oral or written instructions.

Ability to establish and maintain effective working relations with other employees and the general public.

Willingness to work in unpleasant weather conditions.

Ability to lift 70 lbs.

Ability to operate equipment as directed in an efficient and safe manner.

Experience in construction, concrete work, asphalt maintenance, traffic flagging, tree and turf maintenance, mowing, tractor operation, or herbicide spraying desired.

Valid Class C driver's license.

- **Supervisory Control:**

The employee is generally assigned recurring and routine tasks, but refers deviations, problems, and unfamiliar situations to the supervisor. The supervisor makes assignments by assigning new work, and defining procedures, priorities and deadlines. Work is checked daily for appropriateness and completeness by the supervisor, the Assistant Director, or Director.

- **Supervisory Responsibility:**

None

- **Guidelines:**

Guides include "Blading Aggregate Surfaces", "Traffic Control Handbook", "Work Zone Traffic Control Standards and Guidelines", FHWA Culvert Inspection Manual, Timber Bridge Maintenance and Construction Manual, USDOT Bridge Inspection Manual, USDOT Guardrail Installation Manual, Handbook of Steel Drainage and Highway Construction Products, Asphalt Institute Manuals, KDHE solid waste disposal guides, a variety of equipment operator's manuals, and established methods and procedures. Other guidance is provided by the county personnel regulations and instruction from supervisors. Application of these guides may require some judgement when applying them to the job.

- **Complexity:**

The work involves performing routine related tasks that may require special knowledge or instruction. It also may involve special skills applied to the safe and efficient operation of equipment.

- **Scope & Effect of Work:**

The main purpose of the work is to perform activities needed to assist in the maintenance and construction of asphalt and gravel roads, ditches, drainage structures and other public works and park facilities. The actions of a person in this position effects the ability of the Public Works and Parks Departments to provide a safe and functional county highway infrastructure and park facilities.

- **Personal Contacts:**

Supervisors, employees, and the general public.

- **Purpose of Contacts:**

Receives instructions and work scheduling from supervisors. Reports complaints received from the general public. Must have the ability to establish and maintain effective working relations with supervisors, co-workers, and the general public.

- **Physical Demands/Effort:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must regularly lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision.

- **Work Environment/Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; explosives; risk of vibration. A person in this position is exposed to many safety hazards while working in and around work zones immediately adjacent to high volume traffic, at heights 10 feet or more above the ground, near power tools, large moving equipment, near heavy bridge and culvert materials lifted overhead, near asphalt materials with temperatures in excess of 300 degrees F, gases, corrosive solvents, petroleum fluids and other flammable liquids. The noise level in the work environment is usually loud. This employee may be required to use protective clothing such as a hard hat, safety vest, boots, goggles, gloves, safety glasses, Nomex coveralls, face mask or shield.

RECRUITING REQUIREMENTS: (Ad for newspaper) - Summer

Riley County is accepting applications for Seasonal workers in Public Works and/or Parks. Valid driver's license and the ability to lift 70 lbs. required. Experience in construction, concrete work, asphalt maintenance, traffic flagging, tree and turf maintenance, roadside mowing, tractor operation, or herbicide spraying desired. 40 hour work week at \$7.49 per hour with no benefits. Applications and job description are available through the Riley County Division of Human Resources, 115 N. 4th Street, 3rd Floor West, Manhattan, Kansas, 66502. Phone (785) 565-6464, or e-mail jdean@co.riley.ks.us Riley County is an Equal Opportunity Employer. Applications accepted until filled.

2nd AD

Riley County is accepting applications for Seasonal workers in Public Works and/or Parks. Valid Class C driver's license and the ability to lift 70 lbs. required. Experience in construction, concrete work, asphalt maintenance, traffic flagging, tree and turf maintenance, and mowing. 40 hour work week at \$7.49 per hour with no benefits. Applications and job description are available through the Riley County Division of Human Resources, 115 N. 4th Street, 3rd Floor West, Manhattan, Kansas, 66502. Phone (785) 565-6464, or e-mail jdean@co.riley.ks.us Riley County is an Equal Opportunity Employer. Applications accepted until filled.

Advertise in the following publications: The Junction City Daily Union, The Wamego Smoke Signal, The Riley Countian, and The Manhattan Mercury.

Approved: _____ Date: _____
(Supervisor)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.